

## **SENIOR OFFICE CLERK I**

Code No. 3-05-272

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level clerical position involving the performance of complex clerical/secretarial and routine administrative business tasks. The use of a personal computer for word processing and database entry is an integral part of this position. The employee is required to exercise independent judgment in solving office management problems and act in behalf of the administrator in accomplishing administrative business. This title differs from the Office Clerk I title by virtue of its higher level interpretive and decision making responsibilities relating to agency administrative functions. The employee reports directly to, and works under the general supervision of, an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over a clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Interprets and transmits administrative directives and policies throughout the unit;

Conducts research and makes recommendations to administrator on new initiatives, grant applications, funding sources or projects;

Acts as liaison between the office and other government agencies and citizens regarding budgets, contracts, referrals, human resources, and other routine business;

Composes and develops correspondence and brief reports dealing with well-defined administrative activities;

Makes critical decisions regarding office administrative functions including participation in management operations such as internal security matters;

Assists in the development, justification, submission and monitoring of the office budget;

Purchases office supplies and monitors expenditures;

Reads and reviews administrator's correspondence/mail, handles items/inquiries when possible, composes replies to inquiries, alerts administrator of critical correspondence, and routes certain items to staff for action;

Proofreads typewritten materials for sense, consistency and quality as well as for spelling, grammar and punctuation;

Schedules conferences and meetings on behalf of the administration including internal meetings and with outside agencies, ensuring all parties are contacted, and scheduling conflicts are resolved;

Acts as receptionist for administrator, greeting visitors and scheduling appointments;

Performs complex computations relating to taxes, budgets, salaries and other office responsibilities and maintains various databases;

Supervises or guides clerical staff in the performance of their duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, practices, procedures, and equipment; good knowledge of business arithmetic; good knowledge of English grammar and usage; good knowledge of business administration techniques and practices; good knowledge of the techniques involved in establishing and maintaining a filing system; good knowledge of terminology, vocabulary and letter formats used in business correspondence; good knowledge of office management techniques; working knowledge of first line supervision when applicable to position; record keeping ability; ability to operate a variety of office equipment; ability to use a personal computer for word processing and data base manipulation and entry and other related tasks; ability to perform purchasing functions; ability to monitor and adjust expenditures; ability to develop written communications from general instructions; ability to develop statistical and narrative reports from general instructions; ability to read and interpret complex material such as laws, rules and technical instructions; ability to interpret and transmit administrative directives and policies; ability to conduct research and make recommendations; ability to prioritize workload in accordance with supervisor's priorities; ability to proofread not only for spelling, grammar and punctuation but also for sense, consistency and quality; ability to review, prioritize and take action on supervisor's mail as appropriate; ability to understand, follow and interpret oral and written directions; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Six (6) years of paid full-time or its part-time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Technology, or a closely related field, plus four (4) years paid full-time or its part-time or volunteer equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**NOTES:**

- 1. Successful completion of one (1) year of college coursework (or thirty (30) semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- 2. Experience as a Teller, Cashier or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

**SPECIAL REQUIREMENT:**

If you are appointed you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** August 5, 2010